

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR DATA ENTRY OPERATOR**

Jurisdictional Class: **Competitive**
Date Adopted:
Date Revised: **2/10/84, 4/10/90**
Jurisdictions: **All**
Union Status: **County-CSEA**
Pay Grade: **8**

DISTINGUISHING FEATURES OF THE CLASS: This class has an increase in responsibility from that of lower classes including the supervision of data entry personnel and the general control of the function. The incumbent assigns work to subordinates, if any, and institutes control over work flow as well as information for the function. Related clerical work is performed as required. Direct supervision is received from the person with direct management responsibility for the function. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns and reviews work performed by data entry operators;
Maintains control logs and institutes work flow procedures;
Posts information as necessary, prepares monthly reports, types letters, maintains and monitors equipment usage, etc.;
Enters information directly into computer by CRT;
Performs related clerical duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of the operation and capabilities of data entry machines; good knowledge of practices and procedures of work flow and control methods; ability to plan and supervise the work of others; ability to type accurately; clerical aptitude; ability to follow oral and written instructions; ability to maintain reports and records.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years clerical experience including the responsibility for the operation of a data entry machine;
OR
- (B) Three (3) years experience as described in (A); **OR**
- (C) An equivalency combination of training and experience as described in the limits of (A) and (B).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.